

ANKUR KASHYAP MAHARAJ

Gurgaon | 9679336823 / 9734905726 | ankurkashyap457@gmail.com |

Senior HR Executive

Organized and empathetic HR professional with 5 years of experience overseeing human resources duties including Talent Acquisition, Onboarding, HRMS, HR Data & HR Generalist.

Core Competencies

Talent Acquisition	Onboarding Activities	HR Operations	Succession Planning
International Hiring	HRMS	HR Administration	
IT Recruitment	HR Data	HR Generalist	

PROFESSIONAL EXPERIENCE

yechte Software | Gurgaon | Digital services & ERP solution provider | 12th Aug 2019 – 9th Jun 2020

Senior HR Executive

Recruited for tech. professionals in UK, which was newly launched international operation apart from Belgium and India. Partnered with MD in UK, stakeholders and clients for assisting them into technology recruitment, develop new business initiatives and import HR as well as client data to centralized ERP.

- Handled end-to-end IT recruitment for UK (contract hiring) & India market.
 - Drove transition from outdated HR system into a fully integrated ERP platform Odoo. Instantly improved analysis, reporting, and planning capabilities while streamlining daily HR activities.
 - Good hands on experience in using Boolean search for sourcing technical candidates in LinkedIn, Indeed, Naukri etc.
 - Recruited candidates for technologies like Data Analytics (Python/Power BI), .NET Core, Docker, .NET Azure DevOps, Digital Project Manager, UX Designer, AR/VR, Unity/3D Game Developer, SAP ABAP, SAP EWM, SAP Hana etc.
 - Manage all day-to-day HR responsibilities, including staffing, salary/bonus planning, employee retention, off boarding, employee experience, reporting/analytics etc.
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Evalueserve (On Contract) | Gurgaon | Research & Analytics | 15th Feb 2019 – 1st Jul 2019

Talent Acquisition Executive

Recruited for IT professionals and was associated with IT recruitment division of Evalueserve. Collaborated with team members, hiring managers, stakeholders for understanding the job requirement and hiring promising candidates from market.

- Handling end-to-end contractual & permanent hiring
- Recruited candidates for technologies like .NET MVC/Angular, Java, UI/UX programmer, Design Associate, Senior Security Engineer, Web Analytics, Python, Unica campaign, Java Big data etc.
- Handling different stakeholders as well as partners for recruitment process.
- Handled the recruitment drive of 100+ candidates for .NET technology with team member and managed the recruitment data of different technologies.

Quy Technology | Gurgaon | Mobile Apps, AR/VR solution provider | 16th April 2018 – 30th Sept 2018

HR Executive

Recruited for IT professionals and worked closely with company CEO to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees. Regularly meeting with employees for progress reviews and assessments, discussing any problems or grievances they may have.

- Handled complete recruitment and selection process of the organization, which helped in successful resource allocation.
 - Recruited candidates for technologies like Android, iOS, Tech Lead – iOS, Node JS, React JS, System Admin, Software Test Engineer, Data Mining Executive, Email Marketing Executive, Accounts Executive, Project Coordinator, Delivery Manager, AR/VR, Unity/3D Game etc.
 - Instrumental in making “Employee Documentation” very strong the organization which helped to build good bridge between an employer and employee.
 - Successfully handled grievances by having one on one meeting with managers and employees to get an idea of core issues and finding a way to solve it. Then using employee survey to get the data from employees to influence change with management.
 - Direct all hiring and training procedures for new employees.
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Ventiv Technology | Noida | Global Insurance service provider | 16th Mar 2015 to 1st Apr 2018

HR Executive

Managing entire HR function, building new team of Software Trainees, Developers and made recruitment & selection process of the organization very strong. Partnered with Managers, VP, onshore team in United States and different stakeholders for successful business transition.

- Instrumental in making recruitment & selection very strong from the scratch.
- Implemented “New Hire Orientation Process” in the organization, which helped organization to orient new employees to the culture of the organization in order to facilitate organizational learning and employee productivity in a minimum period of time.
- Recruited candidates for technologies like Plsql, SQL Server, Oracle DBA, Oracle Apps DBA, System Admin, Cognos Reporting, Informatica, Cordova, Java/J2EE, QA Analyst, L3 Support Engineer (Core Java), ROR, NetSuite, VBA, Jaspersoft, Delivery Manager, Chatbot etc.
- Implemented fair “Performance Management System” in the organization, which helped the Employees in setting their goals, understand their vision as well as employer expectation from them.
- Facilitated managers in designing of “Rewards & Recognition Program” in quarterly, Half-yearly and annual basis. Employees felt valued and this boosted motivation level of employees.
- Introduced on the job training as well as job rotation for employees to learn new skills and and take their abilities to a new level. This helped in developing the employees.
- Working on cloud based HRMS like SAP HCM for streamlining of HR processes like leave, attendance, time management, employee information, documentation, recruitment data etc.

Academia:

PGDM in HRM & Marketing from Accurate Institute of Management & Technology, Gr Noida (2015) with 6.2 CGPA.

BBA from NIPS School of Hotel Management, Kolkata (2012) with 76%.

12th from Scottish University Mission Institute, Kalimpong (2009) with 66%.

10th from St Georges Higher Secondary School, Darjeeling (2007) with 52%.

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Computer Skills:

- Windows
- MS Office – Word, Excel & Power Point
- Outlook

Personal Details:

Date of Birth: 17/07/1988

Father's Name: Dr. Ajay Kumar Maharaj

Marital Status: Single

Present Address: U-20/34, DLF Phase 3, Gurgaon

Linguistic Skills: English, Hindi, Nepali

Hobbies: Reading motivational books & listening music

Date: 13/10/2020

Signature
Ankur Kashyap Maharaj